



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE DEVELOPMENT SPECIALIST I

Job Number: 20001110

Job Code: 61400V000101

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 11/16/2003

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides beginning level administrative support services to unemployment insurance claimants, employers or persons seeking employment. Informs applicants, claimants, participants and employers of their rights, responsibilities and program services under provisions of the Wagner-Peyser Act and Unemployment Insurance laws and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High School and 54 semester hours from a college or university.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Work experience in employment services and/or unemployment insurance programs will substitute for the required college on the basis of one year of experience for two years of college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs beginning professional level employment service and/or unemployment insurance program work. Take initial, reopened and reactivated claims. Provides employment service activities, such as counseling, job development and training. Works with employers and union representatives in scheduling and filing mass claims for unemployment insurance benefits. Examines claimant and employer base period wages for accuracy. Provides information to the claimant, the employer and the public pertaining to Unemployment Insurance and other workforce programs. Detect simple eligibility issues on claims and schedules fact-finding interviews. Interviews job seekers to determine training and qualifications. Performs public relations by contacting employers for the purpose of promoting the use of the Employment Services. Takes job orders from employers. Matches employer job order requirements with job seeker's qualifications to make job referrals. Develops employability plan for job seekers based on vocational aptitudes, interests and work experience. Certifies and verifies specific targeted job seeker groups prior to employment and training program referral. Maintains statistical information. Identifies employer account number for benefit charges and determines employer chargeability. Issues assessments of delinquent taxes and prepares paperwork for routine overpayment recovery and makes liability determination. Reviews and processes employer wage reports and requests audits based on review findings. Establishes, changes and/or corrects employer accounts based on results from field audits. Calculates and issues determinations on overpayments and receives restitution on benefit overpayments. Reviews fraud determinations regarding application of unemployment insurance laws. Review billings from other states and authorizes payment. Monitors audit reporting by magnetic media. Initiates legal action collection requests.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.